Learning Design Checklist

The follow checklist identifies the items that must be included in the learning design. The IPT should review this checklist upon completion of the learning design task during Detailed Design. It is an internal mechanism developed to support the team process.

I.	**IPT Name:**		
II.	**Deliverable Name:** Training Design Checklist	**Date Completed:**	
III.	**Contact Information**		
	Name	Channel Unit	
IPT Sponsor			
Channel Task Manager			
CIO Task Manager			
Contractor Task Manager			
IV.	**Task Order Number:**		

Checklist Item	Yes/ No	Comments
1. Are the scope and objectives of the training project clearly defined?		
2. Have the parameters for all the projects that interface with this one been defined, at least in general terms?		
3. Does the project include the segments specified for the Training Design phase?		
4. Has the project management received appropriate authorization and approval The Department of Education regarding the project objectives?		
5. Has the scope and depth of work required in each work program area been communicated clearly to the project team?		
6. Have the required quantity, seniority, and experience levels of user participation been obtained?		
7. Have standards been adopted that define the approach to take during Training Design?		
8. Have all steps in the course development procedure been considered in developing the work program?		
9. Have all users affected by this project been identified for training purposes?		